



Date Adopted: 09/26/1988

Date Revised: 08/21/2001

Title: Assistant City Manager

FLSA: Exempt

General Purpose:

Under general direction of the City Manager assists in directing, planning, organizing and administering the activities of several City Departments and multiple City functions assigned by the City Manager; coordinates Department activities; provides highly responsible and complex administrative assistance and support to the City Manager. Works with individual Department Heads on the development and implementation of programs and projects; coach and mentor assigned Staff to enhance skill levels for achievement of optimum results. Prepares and presents concise, effective and convincing public presentations; negotiates win-win solutions to difficult problems/issues. Serves as Acting City Manager in the absences of the City Manager; and performs related work as required.

Distinguishing Characteristics:

This is an Executive Management position which serves as the City Manager's principal assistant. This position will have full responsibility for the oversight and management of multiple City Departments and functions. This position reports to and receives direction from the City Manager.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Serve as the principle assistant to the City Manager. Assist City Manager in day-to-day administration and coordination of City Operating Departments by assuming delegated authority for controlling routine operations of assigned Operating Departments. Assist and participate in the development, implementation and monitoring of the City's Goals and Objectives Program.

Provide direction and coaching to assigned Operating Departments regarding Departmental issues and resolution of personnel, budgetary and administrative issues.

Assume oversight responsibility for City Council agenda preparation as it relates to activities performed by assigned Departments including preparation and review of reports to the City Council.

Provide Administrative oversight for administration of the Central Services function including human resources, labor relations, waste management, cable television, disaster preparedness and review of state

and federal legislation.

Develop, conduct, direct and coordinate major complex projects and studies with citywide implications.

Provide administrative oversight of Capital Projects performed by assigned Departments.

Attend all City Council meetings, and City Commission, Committee and Task Force meetings when necessary.

Assist in the coordination and preparation of the Annual Operating Budget and Capital Improvement Program.

Represent the City's interest with residents, community-based organizations, and outside agencies.

Responsible for the selection, supervision, training and evaluation of assigned Staff.

Conduct studies on difficult operational and administrative problems, and prepare reports with practical solutions for review by the City Manager.

Respond to citizen complaints and requests for information.

Work with City Manager and/or Operating Departments in developing long-range strategies and plans to accommodate the growth of the community and the City organization.

Serve as Acting City Manager as assigned.

Perform other duties as assigned.

Minimum Qualifications:

Knowledge of:

Principles, practices and techniques of public administration, city management, and city department functions.

Principles and procedures used in the administration of public personnel administration and labor relations functions.

Principles, practices and techniques of project management.

Principles and practices of municipal buildings and facilities development.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration, supervision and training.

Principles and practices of public finance and policy development, budget preparation and administration.

Principles and practices of research techniques, statistical methods and fiscal forecasting.

Principles of supervision, training and performance evaluation.

Principles of community and public relations.

Customer service techniques and public speaking.

Basic information technology and computer applications.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;

Ability To:

Plan, direct and control the administration and operations of operating departments and municipal functions.

Develop, implement, and interpret ordinances, regulations, policies and procedures.

Maintain effective working relationships with others in order to facilitate the smooth operation of the City.

Successfully develop, control and administer budgets and expenditures.

Analyze problems; identify alternative and innovative solutions; project consequences of proposed actions and implement recommendations in support of goals.

Write concisely to effectively communicate ideas; and review written reports of assigned Department/Divisions to assure accurate and quality reports.

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; give public presentations; read and interpret complex data, information and documents; analyze and solve problems; use a computer to prepare reports; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administrative or a related field, a Masters degree is preferred; and

Experience:

Six years of increasingly responsible experience in administrative management preferably in municipal government.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.